

Executive Director Search Committee

AGENDA

Wednesday, September 13th, 2023

8:30 am

Tri-Parish Works Career Center

520 Old Spanish Trail, Slidell, LA

1. Welcome and Introductions by Chairman Alan Thriffiley
2. Comments from the Chairman
3. Review of Timeline for Replacement of Executive Director
4. Review of Executive Director Job Description and Job Posting
5. Discussion on scope of search and methods to advertise
6. Discussion on candidate reviews and subsequent interviews

Executive Director Search Committee

AGENDA

Wednesday, September 13th, 2023

8:30 am

**Tri-Parish Works Career Center
520 Old Spanish Trail, Slidell, LA**

1. Welcome and Introductions by Chairman Alan Thriffiley
2. Comments from the Chairman
3. Review of Timeline for Replacement of Executive Director
4. Review of Executive Director Job Description and Job Posting
5. Discussion on scope of search and methods to advertise
6. Discussion on candidate reviews and subsequent interviews

FIRST PLANNING DISTRICT**WORKFORCE DEVELOPMENT BOARD**

**Proposed Plan for
Executive Director Replacement and Transition
Prepared for August 23rd, 2023 Board meeting**

Action Items	Responsible Party	Due Date
July through September 2023		
Create Board "Search Committee"	Executive Committee	July 26, 2023
Review current Executive Director Job Description and revise as necessary	Search Committee	September 15, 2023
Determine scope of search and methods to advertise	Search Committee	September 15, 2023
Finalize Internal and External Job Postings	M. Kirsch	September 30, 2023
October 2023		
Post position internally for 4 days and collect resumes for any interested staff member	M. Kirsch	October 2, 2023
Post externally and begin collecting resumes	M. Kirsch	October 2, 2023
Determines process for candidate reviews and subsequent interviews	Search Committee	October 27, 2023
November 2023		
Share resumes with committee for review and next steps	M. Kirsch	November 1, 2023
Conduct candidate first interviews	Depends on committee recommendations	November 6 – 10, 2023
Review outcomes of first interviews	Search committee	November 13 – 14, 2023
Provide update to Full membership at Board meeting	Search committee	November 15, 2023
Schedule second interviews for first week in Dec.	M. Kirsch	November 27 – 28, 2023
December 2023		
Conduct second interviews	Search committee	December 4 – 8, 2023
Choose preferred candidate	Search committee	December 11 – 12, 2023
Tentative offer made contingent on full Board approval	M. Kirsch	December 14, 2023
January 2024		
Request Board approval at first meeting of calendar year	Search committee	January 10, 2023
On-board new Executive Director	M. Kirsch	January 15, 2023
Existing Director moves to support/training position	M. Kirsch	January 15, 2023
February thru August 2024		
Training and support provided to ease transition	M. Kirsch	On-going
M. Kirsch retires on August 31, 2024!		

Qualifications: Bachelor's Degree
3+ years of federal grant management experience
Excellent verbal and written communication skills
Public Speaking experience
Intermediate level knowledge of MS tools, including Word, Excel and Powerpoint

Salary Range: \$70,000 - \$85,000

Reports to: Workforce Development Board (WDB) Chair, Chief Elected Official (CEO) for the Grant Recipient/Administrative Entity and CEO to the WDB

General Summary:

The duties performed by the Executive Director are guided by the WDB Board and its strategic plan.

BOARD DEVELOPMENT, SUPPORT AND OPERATIONS

1. Develops WDB operations to highest potential for workforce impact and as required under the Workforce Innovation and Opportunity Act.
2. Ensure full board membership, required nomination and appointment protocols are followed, terms are assigned and implemented.
3. Actively survey/meet community leaders for ongoing recruiting of WDB members and/or taskforce members.
4. Conduct board member orientation, develop and facilitate ongoing board training to enhance knowledge and participation of board members.
5. Manage WDB internal communications, including provision of all necessary information for Board members to make informed decisions.
6. Assist Chairman in planning and conducting meetings.
7. Ensure that all required documents exist, are current and published and/or stored appropriately, i.e. agreement with chief elected official(s), bylaws, policies, public announcements, meeting minutes, RFP and contracting documents, etc.

STRATEGIC LEADERSHIP

1. Maintain knowledge of current workforce issues in order to provide strategic leadership on initiatives.
2. Convene and support regional strategic workforce development planning activities.
3. Facilitate WDB strategic planning, mission and goals, ensuring alignment of WIOA activities with regional plans.
4. Build and maintain strategic partnerships and good working relationships among key stakeholders who are not current board members.
5. Coordinate alignment of other relevant local publicly-funded programs and resources to meet regional and local priorities.
6. Facilitate the development of Memorandums of Understanding between board and partner agencies.

7. Act as a liaison between WDB and the Chief Elected Officials.
8. Carry out WDB's vision throughout all activities pursued.

SYSTEM DEVELOPMENT AND PROGRAM OPERATIONS

1. Review and ensure all WIOA Center operational standards and procedures are aligned with strategic plans, sector initiatives and state/local policies.
2. Work collaboratively with Center Leadership to set direction, give guidance on priorities, and provide technical assistance on Center operations so that all state and local goals are met.
3. Present operations summary reports for Board and relevant committees that inform of success, continuous improvement activities, areas of concern, etc.
4. Review and analyze performance/productivity of Center activities, including but not limited to: performance measures, locally defined goals, regional collaboration, required program monitoring, etc.
5. Conduct program staff meetings and training to ensure alignment with WDB goals and objectives.
6. Conduct business outreach efforts, including but not limited to: presentations on Center activities, employer-based training such as On-the Job and Customized training services, layoff aversion strategies.
7. Consult with Center staff on all aspects of Center activities, such as: participant eligibility, training activities, exit strategies, recruitment and placement efforts, career counseling, demand industry sectors, partner programs, etc.

BUSINESS AND MANAGEMENT

1. Develop, facilitate approval, and implement policy, guidelines and other required documentation relevant to workforce development system and Board operations.
2. Secure and manage financial resources including public funds and other sources of funding, with annual budget development and documentation, and fiscal accountability standards.
3. Determine need for, solicit, and execute vendor selection: and manage contracts to ensure contract requirements are met.
4. Hire, train, and supervise board staff; manage board development and (if applicable) identify and retain and oversee consultants.
5. Plan and conduct marketing, public relations and communications.
6. Ensure monitoring activities to determine compliance with all federal/state/local laws and policies relevant to workforce development operations and funding.
7. Review bank statements on a regular basis to ensure accuracy of data from bank in comparison to accounting records.
8. Performs other duties as appropriate

JOB POSTING DRAFT

Executive Director – Tri-Parish Works Workforce Development Board

Tri-Parish Works (TPW) is seeking an executive Director to lead and support a successful workforce development board representing the parishes of Plaquemines, St. Bernard, and St. Tammany. Recognized locally and across the state of Louisiana as a top-performing workforce area, TPW offers services to employers, workers, job seekers and youth; helping citizens find and keep good jobs while assisting employers with hiring the skilled workforce they need to grow and sustain successful businesses.

TPW is a governmental organization funded by federal legislation known as the Workforce Innovation and Opportunity Act of 2014 (WIOA). TPW is led by a 23- member Board of Directors as mandated by WIOA. These members, comprised of a majority of business leaders as well as public partner agencies, ensure TPW operates responsibly through effective services to the communities being served.

TPW is searching for a visionary leader with a proven record of success to guide the organization into its next era. Working under the direction of the Board of Directors, the Executive Director provides oversight and management for the entire agency, guiding its staff, finances, and development of its strategic plans, policies, and procedures. The ideal candidate is creative and collaborative, someone who enjoys being a working leader and the “face” of the organization within the community. The successful candidate must stay up to date on management and leadership principles, labor market trends and functions, local economic and social conditions, local educational and social service organizations, and relevant governmental rules and regulations. They must also maintain a thorough knowledge of WIOA, U.S. Department of Labor and other federal grant requirements, as well as Louisiana laws, regulations, directives, and policies related to the workforce system.

Additional examples of essential functions of the Executive Director include:

- Serve as Executive Director of the Board, providing training to new board members; organizing Board development and strategic efforts; collaborating with the Board Chair to schedule Board meetings, develop agendas, and disseminate meeting materials; informing membership of relevant issues; maintaining Board membership in accordance with legislation and the Board’s bylaws; assisting Board in fulfilling its legal and ethical obligations
- Serve as Board liaison with local governments, organizations, businesses, and other entities with an interest in workforce development issues
- Build community and organizational relationships. Lead efforts to implement innovative and effective initiatives and services through the WIOA and other funding services
- Make presentations to public and civic groups on matters of significance to the local workforce development system; participate in community meetings and other public events that advance the Board’s leadership role in workforce development and economic development issues; participate in state, regional, and national meetings, conferences, and training sessions designed to enhance professional knowledge and skills.

The next Executive Director must possess a combination of education and experience that includes:

- A bachelor's degree from an accredited college or university with major course work related to business administration, finance, human resources, public administration, community and economic development, or a related field.
- 6+ years of increasingly responsible leadership experience, including managerial experience in leading staff and programs of a complex nature
- Experience in budget preparation, fiscal management, and grant administration
- A proven track record of excellent analytical skills, effective public speaking, strategic planning, and policy development
- Experience in federal/state employment and training legislation and regulations, primarily WIOA, is highly desirable, but not required
- Promote and ensure an environment of cultural and ethnic diversity

The salary range for the Executive Director is \$70,000 to \$85,000.

TPW offers an excellent benefits package that includes:

100% paid health benefits

Dental, Vision, and Life Insurance

Retirement contributions

Annual and sick leave

Holiday pay

Use of company vehicle for work travel

Cell phone stipend

Application Process: Resume and Cover letter may be submitted electronically to: TPW Executive Director at firstplanning@bellsouth.net.

Reasonable accommodations for the disabled are available upon request. Candidates requiring special arrangements to participate in the selection process should state their needs, in writing, when submitting the application package.

TPW is an equal opportunity employer

Auxiliary Aids and Services are Available Upon Request to Individuals with Disabilities

Suggested methods for Advertising position

1. Post on the following sites:

- Indeed
- LWC job board (HiRE)
- National Association of Workforce Boards website
- Linked In
- Other Social Media platforms

2. Share Job Posting with the following:

- Board members
- Workforce Board Directors in Louisiana
- Chief Elected Officials in tri-parish area
- Partner agencies, including
 - Economic Development entities
 - Community Colleges
 - Community Action agencies
 - Welfare/SNAP agencies
 - Louisiana Rehabilitation Services
 - Non-profits